

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**Schedule 70 General Purpose Commercial Information Technology Equipment,  
Software and Services**

Special Item No. 132-51 Information Technology Professional Services

Special Item No. 132-51 (RC) Information Technology Professional Services



**Acumen Solutions, Inc.**  
**1660 International Drive, Suite 500**  
**McLean, VA 22102**  
**703-600-4000 Phone**  
**703-600-4001 Fax**  
**[www.acumensolutions.com](http://www.acumensolutions.com)**

Contract Number: GS-35F-0287P

Period Covered by Contract: February 19, 2014 through February 18, 2019

*Catalog current through Modification #P0-0011, dated February 14, 2014*

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).



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## INFORMATION FOR ORDERING ACTIVITIES

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### SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.gsadvantage.gov](http://www.gsadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

### 1. GEOGRAPHIC SCOPE OF CONTRACT:

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

### 2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Acumen Solutions, Inc.  
1660 International Drive, Suite 500  
McLean, VA 22102  
703-600-4000 Phone  
703-600-4001 Fax  
[www.acumensolutions.com](http://www.acumensolutions.com)

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the



credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Phone: 703-600-4067 Fax: 703-600-4001

### **3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

### **4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: 061227836

Block 30: Type of Contractor: C. Large Business

Block 31: Woman-Owned Small Business - No

Block 37: Contractor's Taxpayer Identification Number (TIN): 54-1923952

Block 40: Veteran Owned Small Business (VOSB): No

4a. CAGE Code: 3EB06

4b. Contractor has registered with the Central Contractor Registration Database.

### **5. FOB DESTINATION**

### **6. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As mutually agreed between Acumen and Ordering Activity

**\*\*Contact contractor for expedited delivery options\*\***

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

c. i. SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.



ii. SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

**7. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: None
- c. Dollar Volume: None
- d. Other Special Discounts (i.e. Government Education Discounts, etc.) None

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

**10. Small Requirements:** The minimum dollar of orders to be issued is \$100.

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 – Information Technology Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.



### **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION**

**STANDARDS REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

#### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS**

**PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such



certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

**16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>





## **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

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Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.





## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

## **23. SECTION 508 COMPLIANCE.**

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): <http://www.acumensolutions.com/>

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –



- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

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**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-



work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT/IAM Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.



An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.



**16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:





## DESCRIPTION OF SERVICES

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### Founders' Message

In January of 1999, we set out to create a different kind of management and technology consulting firm. In the midst of the dotcom craze, we concentrated on getting back to basic business fundamentals. We replicated only the positive aspects of our collective experience in our business plan, shaping Acumen Solutions around a focused corporate mission and seven core values, as well as placing the utmost importance on hiring and retaining the right people.

## Our Mission

To provide fulfilling careers and professional satisfaction for our people; to partner with our clients and exceed expectations by delivering unmatched quality and service; and to adhere to our core values in everything that we do.

PEOPLE • SERVICE • CORE VALUES

### Our Core Values

#### Our People Matter

We believe in hiring and retaining the right people and helping them to excel in their work, careers and lives—we celebrate their success.

#### Honesty and Integrity

We believe in doing what is morally and ethically right, both personally and professionally.

#### Excellence

We strive for the highest level of excellence—mediocrity is not an option.

#### Teamwork

We believe that working together is essential for the success of our clients, our people and our business.

#### Investing In The Future

We strive to increase long-term shareholder value through continuous improvement, growth in profits and the expansion of our business.

#### Social Responsibility

We donate our time and resources to our community because we believe that it is the right thing to do.

#### Anything Is Possible

We believe that no challenge is too great—we have the power to achieve anything.



GSA Schedule GS-35F-0287P



### **Integration Services**

In today's market, successful business initiatives require an enterprise-wide connection with back-end and front-end operations working in tandem. With real-time and ever-changing technology, it is critical that all areas of your organization are aligned to work efficiently and effectively to help our clients stay ahead of the competition.

Acumen Solutions is committed to providing leading end-to-end integration services. We maximize our clients' investments by aligning their businesses and integrating disparate technologies. We effectively manage large-scale programs and projects, identify and reduce system errors to support ongoing development and deployment and maximize effective communication between systems and end users. As a result, our clients see an immediate return on their investment through improved enterprise operations, increased revenue and decreased costs.

### **Application Development & Integration**

Developing and integrating successful applications in today's high-tech environment is more challenging than ever. Companies are faced with making quick, complex decisions that support business processes, increase efficiencies, achieve business objectives and increase revenue and decrease costs, while keeping the future in mind.

Acumen Solutions has the knowledge and experience in Application Development and Integration to help our clients solve their most complex business challenges. We deliver end-to-end solutions that build and integrate technology for core enterprise business systems. We provide custom development, package implementation and application integration services that are focused on our clients' business needs, return on investment (ROI) and future.

Our enterprise solutions allow our clients to meet current market demands and grow to meet customers' future needs.

### **Program & Project Management**

Acumen Solutions understands that there is no such thing as "one size fits all" in business, which is why we develop a tailored strategy for each of our clients' programs and projects. We believe in effectively managing projects by gaining a comprehensive understanding of our clients' overall objectives. We include a thorough analysis as part of every engagement in order to accurately gauge anticipated results.

Program and Project Management is an integral part of our clients' success. We work with our clients to craft solutions to fit the needs of their business. We combine our subject-matter expertise with our project management methodology to ensure that our clients' goals are met.

### **Quality Assurance**

More and more, businesses are recognizing that Quality Assurance is a valuable way to save time, capitalize on efficiencies and reduce overall operating expenses. By choosing to implement Quality Assurance best practices in all phases of the program life cycle, our clients are guaranteed reliability, performance and consistency.



At Acumen Solutions, we use our own proven combination of technical, testing and industry expertise to increase our clients' return on investment. Our comprehensive Quality Assurance strategy identifies the issues in order to isolate errors, reduce error resolution and sustain continual communication to support ongoing development and deployment. Our team then executes a successful implementation that targets functionality, performance, scalability and integration and monitors and reports results to improve and capitalize on visible trends.

### **User Experience**

An ineffective User Experience is costing you money.

Every minute counts in today's business world. Effective marketing depends on presenting a clear and consistent message at every point of customer interaction. User Experience must enable quick, effective communication for both employees and customers in a seamless, satisfying and informative manner.

What good is an incredible state-of-the art back-end system if users can't communicate with it? Why go through the trouble of driving people to the system if you aren't going to capitalize on the opportunity to reinforce your value?

Quality User Experience development should address several key factors:

- **Overall organizational structure and navigation**
- **Visual presentation and graphic design**
- **Technological engineering**
- **Overall efficiency of interaction and usability**

Our approach to User Experience breaks these key factors into parallel but interdependent services. This time and resource-efficient solution maximizes effective communication between your systems and your users.



## **LABOR CATEGORY DESCRIPTIONS**

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### **Applications Analyst**

**Minimum Experience Required:** A minimum of two years of experience providing general consulting services including, but not limited to, business analysis, process improvement, systems analysis and process redesign. Formal training in a Commercial off-the-shelf (COTS) business software application, including but not limited to customer relationship management, supplier relationship management, business process management, and demonstrated, hands-on experience in the areas of requirements analysis, configuration or programming, testing, and training of the COTS business software application on a client project.

**Minimum Education Level Required:** Bachelor's degree

**Functional Responsibility:** Supports COTS systems analysis, testing, and training. Uses industry recognized methods to deliver work products in analysis, design, system testing, implementation or support and maintenance in a system lifecycle. Assists with analysis of business needs and processes for configuration or programming within COTS applications, gathers and organizes data to configure COTS standard reports, analyzes data to identify trends and patterns and investigates issues, produces clear reports of results, process definitions and workflow diagrams, performs systems analysis or testing, creates or maintains databases, develops and implements plans. Develops training strategies, training plans, training manuals/guides, and performs training for end users of COTS applications.

### **Business Analyst**

**Minimum Experience Required:** Six years professional experience providing process improvement, systems analysis and process redesign.

**Minimum Education Level Required:** Bachelor's degree in a business or computer related discipline.

**Functional Responsibility:** Conducts systems analysis and testing. Identifies causes for deviations and recommends corrective action. Uses industry recognized methods to deliver work products in analysis, design, system testing, implementation or support and maintenance in a system lifecycle comprehensive knowledge of information systems and operations, and has understanding of database administration. Analyzes business needs, gathers and organizes data from standard reports, analyzes data to identify trends and patterns and investigates issues, produces clear reports of results, process definitions and workflow diagrams, performs systems analysis or testing, develops appropriate corrective actions, creates or maintains databases, develops and implements plans.

### **Data Architect**

**Minimum Experience Required:** Eight year of experience providing database design, database development, database administration and consulting for application support using standard relational database technologies (Oracle, Sybase, SQL Server, etc.) and client specific technical environments.

**Minimum Education Level Required:** Master's degree in computer related discipline. A Bachelor's degree may be substituted in consideration of two additional years of experience

**Functional Responsibility:** Provides database design and implementation for online applications and decision support systems using specific database design tools and common database development



languages. Designs normalized database structures based on functional requirements. Applies expertise in structured database development procedures to create or optimize databases that support overlying applications.

### **Developer**

Minimum Experience Required: Seven years providing computer system programming, technical support and consulting for application support using specific tools relative to the application and client specific technical environments

Minimum Education Level Required: Bachelor's degree in computer related discipline.

Functional Responsibility: Provide computer systems programming, technical support and consulting for applications support using specific tools relative to the application and technical environment being utilized. Apply expertise in programming procedures to analyze, design, create or modify programs based on and related to system design specifications or operating systems.

### **Junior Business Analyst**

Minimum Experience Required: Entry level position with up to 2 years of experience providing general consulting services including, but not limited to, process improvement, systems analysis and process redesign.

Minimum Education Level Required: Bachelor's Degree

Functional Responsibility: Supports systems analysis and testing. Uses industry recognized methods to deliver work products in analysis, design, system testing, implementation or support and maintenance in a system lifecycle, and has understanding of database administration. Assists with analysis of business needs and processes, gathers and organizes data from standard reports, analyzes data to identify trends and patterns and investigates issues, produces clear reports of results, process definitions and workflow diagrams, performs systems analysis or testing, creates or maintains databases, develops and implements plans.

### **Program Manager**

Minimum Experience Required: Nine years program related experience or prior management experience. Must possess excellent oral and written communication skills and the ability to conduct business briefings and presentations.

Minimum Education Level Required: Master's degree with emphasis in business or engineering or equivalent experience. A Bachelor's degree may be substituted in consideration of two additional years of experience

Functional Responsibility: Responsible for managing all aspects of programs of moderate risk and complexity and/or may have deputy responsibility for a larger program. May frequently be involved in several programs simultaneously. Oversees the program budget, schedule, and compliance with contractual requirements. Has supervisory responsibility for hiring and firing, as well as salary and performance management. Serves as the primary customer contact.



**Project Manager**

Minimum Experience Required: Six years professional experience with at least 2 years providing project management and consulting for the quality and delivery of products and services for a project or subtask within a larger program.

Minimum Education Level Required: Bachelor's degree with emphasis in business and or engineering.

Functional Responsibility: Manages cost, schedule and performance of projects. Organizes and directs personnel, contracts and materials for the performance of assigned professional services.

Provides primary interface and leadership for the successful implementation of contracted projects to achieve customer and business objectives.

**Quality Assurance Manager**

Minimum Experience Required: Ten years professional experience with at least 5 years in project management and at least 3 years of experience in software testing and integration, software metrics and their application to software quality assessment.

Minimum Education Level Required: Master's degree in Management, Information Systems, Computer Science or other related field. A Bachelor's degree may be substituted in consideration of two additional years of experience

Functional Responsibility: Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for software testing. Maintains the level of quality throughout the software life cycle.

**Quality Assurance Lead**

Minimum Experience Required: Eight years of experience with analysis and design of business applications or complex systems for large-scale computers, data base management. Proven ability to work independently and lead a team. Experience with complex application problems involving all phases of systems analysis.

Minimum Education Level Required: Master's degree in Computer Science, Information Systems or other related discipline. A Bachelor's degree may be substituted in consideration of two additional years of experience

Functional Responsibility: Provides daily supervision and direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and user standards. Coordinates with the program/project manager to ensure project deadlines are met.

**Senior Business Analyst**

Minimum Experience Required: Ten years of experience performing difficult and complex or highly specialized analysis. Provides technical knowledge and assistance to the team.

Minimum Education Level Required: Bachelor's degree in business related discipline; advanced degree preferred.



**Functional Responsibility:** Uses industry recognized methods to deliver work products in analysis, design, system testing, implementation or support and maintenance in a system lifecycle. Experienced in all stages of the Systems Development Life Cycle. Provides appropriate solutions to business problems. Assesses all issues surrounding people, process and technology. Conducts studies, analyzes and develops appropriate solutions, creates or maintains databases, develops and implements plans, reviews reports/work papers for accuracy and completeness, develops and presents alternative plans, defends analysis, assists project manager with changes to the scope of the project, and assists in managing client expectations.

### **Senior Developer**

**Minimum Experience Required:** Ten years of experience providing computer system programming, technical support and consulting for application support using specific tools relative to the application and client specific technical environments.

**Minimum Education Level Required:** Bachelor's degree in computer related discipline; advanced degree preferred.

**Functional Responsibility:** Provides computer systems programming, technical support and consulting for applications support using specific tools relative to the application and technical environment being utilized. Applies expertise in programming procedures to analyze, design, create or modify programs based on and related to system design specifications or operating systems.

### **Senior Program Manager**

**Minimum Experience Required:** Eleven years program related experience, with at least five years' functional or prior program management experience. Must possess excellent oral and written communication skills and the ability to conduct business briefings and presentations.

**Minimum Education Level Required:** Master's degree in engineering or business. A Bachelor's degree may be substituted in consideration of two additional years of experience.

**Functional Responsibility:** Responsible for managing all aspects of a relatively complex program. May manage fixed price contracts. May be involved in several programs simultaneously. Has responsibility for program growth, marketing, and follow-on business. Oversees the program budget, schedule, and compliance with contractual requirements. Has supervisory responsibility for hiring and firing, as well as salary and performance management. Serves as the primary contact with the customer.

### **Senior Project Manager**

**Minimum Experience Required:** Nine years professional experience with at least 3 years in project management and implementation. Must possess excellent oral and written communication skills and the ability to conduct business briefings and presentations.

**Minimum Education Level Required:** Master's degree with emphasis in business or engineering or equivalent experience. A Bachelor's degree may be substituted in consideration of two additional years of experience



Functional Responsibility: Manages significant work planning and resource allocation, process design and contract development including cost, schedule and performance of projects. Organizes and directs personnel, contracts and materials for the performance of assigned professional services. Provides primary interface and leadership for the successful implementation of contracted projects to achieve customer and business objectives.

### **Senior Security Engineer**

Minimum Experience Required: Eight years of experience in systems/network administration, 3 of which should include information technology security experience. Relevant experience working in a mission critical production environment, development experience is a plus and previous consulting experience is helpful.

Minimum Education Level Required: Bachelor's degree in a computer related discipline.

Functional Responsibility: Analyzes and defines security requirements for multilevel security issues. Designs, develops, engineers and implements solutions to issues. Performs risk analyses, which includes risk assessment.

### **Senior Systems Engineer**

Minimum Experience Required: Six years of experience working on multiple complex information technology projects, which include security and vulnerability assessments

Minimum Education Level Required: Bachelor's degree or advanced degree in computer science.

Two years of work experience may be substituted for one year of education.

Functional Responsibility: Conducts security audits, risk assessments, disaster recovery planning and documents results in technical reports. Responsible for advising others on hardware, operating systems, network design and deployment tools. Works with desktop support organization to ensure consistent implementations of hardware and software.

### **Systems Engineer**

Minimum Experience Required: Five years of experience in systems/network administration, 2 of which are information technology security experience

Minimum Education Level Required: Bachelor's degree, Cisco networking or other systems certifications are desired, CISSP or GIAC certifications a plus

Functional Responsibility: Conducts security audits, risk assessments, disaster recovery planning and documents results in technical reports. Designs, tests and deploys production networks, systems and security architectures for clients.





## GSA PRICELIST SIN 132-51

Labor Category	GSA Rate 2/19/14 - 2/18/15	GSA Rate 2/19/15 - 2/18/16	GSA Rate 2/19/16 - 2/18/17	GSA Rate 2/19/17 - 2/18/18	GSA Rate 2/19/18 - 2/18/19
Applications Analyst	\$115.51	\$118.39	\$121.35	\$124.39	\$127.50
Business Analyst	\$147.43	\$151.11	\$154.89	\$158.76	\$162.73
Data Architect	\$166.64	\$170.81	\$175.08	\$179.46	\$183.94
Developer	\$141.01	\$144.53	\$148.15	\$151.85	\$155.65
Junior Business Analyst	\$82.67	\$84.73	\$86.85	\$89.02	\$91.25
Program Manager	\$192.28	\$197.09	\$202.01	\$207.06	\$212.24
Project Manager	\$160.24	\$164.24	\$168.35	\$172.56	\$176.87
Quality Assurance Lead	\$166.64	\$170.81	\$175.08	\$179.46	\$183.94
Quality Assurance Manager	\$192.28	\$197.09	\$202.01	\$207.06	\$212.24
Senior Business Analyst	\$158.95	\$162.92	\$166.99	\$171.17	\$175.45
Senior Developer	\$179.47	\$183.95	\$188.55	\$193.27	\$198.10
Senior Program Manager	\$224.34	\$229.95	\$235.70	\$241.59	\$247.63
Senior Project Manager	\$192.28	\$197.09	\$202.01	\$207.06	\$212.24
Senior Security Engineer	\$192.28	\$197.09	\$202.01	\$207.06	\$212.24
Senior Systems Engineer	\$160.24	\$164.24	\$168.35	\$172.56	\$176.87
Systems Engineer	\$147.43	\$151.11	\$154.89	\$158.76	\$162.73

**Annual Escalation of 2.5%**



## **USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

### **PREAMBLE**

Acumen Solutions Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### **COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

**Jay Tansing**

**Managing Director, Public Sector Practice**

**Acumen Solutions, Inc.**

**1660 International Drive, Suite 500**

**McLean, VA 22102**

**Office: 703-600-4075**

**Mobile: 703-304-1246**



**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and **Acumen Solutions, Inc.** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity Date

\_\_\_\_\_  
Contractor Date



**BPA NUMBER** \_\_\_\_\_

**(CUSTOMER NAME) BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

\*SPECIAL BPA DISCOUNT/PRICE

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



## **BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS**

Federal Supply Schedule Contractors may use —Contractor Team Arrangements (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules —Team Solution to meet the customer's requirement.
- Customers make a best value selection.

